#### Can LEA Coordinators enter Implementation Inventory data?

Based on feedback from users, data entry for the IIO has been expanded to include LEA Users. It is recommended that School Users continue to enter their data with the support of their LEA coordinator.

#### Can LEA Coordinators delete school submissions of the Implementation Inventory?

This feature is not available. Once School Users have saved any part of the IIO, even submissions that are incomplete or in process, the IIO file will remain a part of the schools data profile. It will not be submitted, unless the file has been submitted through the Final Submit feature. Erroneous or problematic forms that have been fully submitted in error will need to be permanently deleted by the DPI IT Administrator.

#### Can LEA Coordinators edit school submissions of the Implementation Inventory?

Yes, School and LEA Users can edit submissions for the IIO. The edit feature for the IIO is only available to both school and LEA Users prior to the final submission. Once the Final Submit has been completed, no further edits can be made to that IIO data record.

#### Where will BOQ data be entered? Can it be added to the system? Can the BAT be added to the system? How will recognition be managed for schools using the BOQ instead of the SET?

There are no plans at this time to add the BOQ or BAT to the NC PBIS Data Management System. Users should feel free to express concerns about this during the year-end survey. In lieu of completing the SET, the data system provides a platform for completing the B-SET (Brief School-wide Evaluation Tool). For schools applying for recognition during the 2012-13 school year, BOQ data (for schools completing the BOQ instead of the SET) will be submitted through pbisassessment.org to fulfill the recognition criteria. If you have any questions, please clarify whether your school completes the BOQ or SET with your LEA Coordinator.

#### Will all of the reports and graphs available in SWIS be available from this system?

No, a number of static reports are available through the NC PBIS Data Management System. In the future, a custom report feature will be added to the system to facilitate advanced data reporting. While the NC PBIS Data Management System does not have exactly the same reporting features provided by SWIS, it does have numerous reporting features tailored to the data recommendations and reporting requirements of NC PBIS and is uniquely connected to other agency data collection systems to increase efficiency.

#### Can we compare last year’s data to this year’s?

Users will not be able to compare data during the initial year of the NC PBIS Data Management System. We were not able to backfill previous years' data into the system, but the plan is to store 5 years of data in the system over time. If there are particular reports you want to make sure you will be able to see multiple years of data in (when the data is there), be sure and let us know on the end-of-year survey.

#### What happens to ODR data overtime- do you have reports forever? Can you pull previous years ODR data if the data is dumped from NCWise annually?

ODR data will be available through the NC PBIS Data Management System for five years.

#### Can LEA Coordinators enter how long schools have been implementing and Partnership agreement? Can only regional people do this?

Only Regional Users can enter Partnership Agreements and document the implementation status for the school. In order for School Users to access the NC PBIS Data Management System the Regional User must have received the Partnership Agreement and implementation status and entered that into the system.

#### Minor office referrals- does NC Wise allow for this? - Can teachers track minors? Will Power School allow us to track minors? Motivation?

No, NCWise does not distinguish between major and minor office referrals. The features of Power School have not been presented to users at this time. School and LEA Users interested in having specific features activated or added to either NCWise or Power School are encouraged to contact those agency representatives and request those specific features.

#### Can we restrict access to individual student information for confidentiality?

No, the NC PBIS Data Management System is not designed to restrict access to approved users of the system. The Terms of Use agreement explains the need for safeguarding confidential, individual student information. Each user is responsible for maintaining confidentiality. The system is designed to provide the data necessary to support PBIS team members with problem-solving with a variety of data. LEA and Regional Users should ensure that all approved users have read and agreed to the Terms of Use and are committed to maintaining confidentiality. LEA Users should consult with their Administrative Leaders to review existing data access guidelines and determine the appropriate personnel to have access.

#### On the training request information- Can LEAs add choices (training topics) for them under request training? There is a choice to select “others” but can we add a box to provide a description of training offered?

No additional topics can be added to the training choices dropdown box. If “other” is selected, then use the comment box to provide additional details or description of the training. Users should consider providing feedback on this topic via the end of year survey if this option fails to adequately meet your needs.

#### Can we enter multiple schools per training report form? The screen appears to allow only one school at a time. If the information about the training has been entered at the top of the screen can multiple schools be listed for that same training on this form or will all of the information about the training have to be entered each time you add a school?

At this time, only one school per training report form can be entered at one time. In the future, this feature may be modified to accommodate multiple schools per form.

#### Can we add additional days for training? (Some trainings are more than 2 days. 3 would be a good number to have listed.) (in the training report)- needs a comment box or something to add additional description.

Training of 3 or more days is not an option at this time. This feature might be modified in the future based on user feedback. Users should consider providing feedback on this topic via the end of year survey.

#### Trainer information- Everyone can see this information and make changes- view and edit other LEAs forms- this is a problem.

This issue has been resolved and the form has been modified. On the training report tab, a lead trainer name must be selected from the dropdown box to view a particular trainer report. Only lead trainers can edit/modify trainer reports. When multiple trainers provide training opportunities, only one trainer should be listed as the lead trainer and other trainers can be listed in the comment box. All trainers can view trainer reports that they create or any trainer report that lists schools included in their LEA (even if they took place in a different LEA).

#### What level of access should external coaches have? For how many schools can one person have system access? In other words, if an external coach works with 5 schools can they have access as a School User for all 5 schools?

School Users can only access the **one** specific school associated with their login and LEA Users will have access to **all** schools within that particular LEA. LEA Users should consult with their Administrative Leaders to determine appropriate roles for External Coaches given these parameters.

#### Can external coaches have a coach’s log to track coaching events? Can the coach’s log show which LEA User provided the coaching support? Some LEAs have more than one LEA User and would like an overall summary of all coaching supports.

This feature is under consideration by DPI Administrators. Feedback of this nature should be documented on the year-end survey.

#### Can amount of time be added to the coach’s log? (not required item but an option)

This feature is not currently available. Users should consider providing feedback on this topic via the end of year survey.

#### How do NCWISE and the Data management address the issue of having 2 consequences showing up as two ODRs when really it was only one? Does it filter for unique incident ID numbers?

The reporting features in the NC PBIS Data Management System are designed to calculate ODR rates based upon unique incident numbers. This aspect of the system has sufficiently addressed the concern of duplication of referrals that have more than one consequence (previously calculated on the ODR spreadsheet).

#### Where will ODR data come from for districts that do not use NCWise?

The NC PBIS Data Management System will only access ODR data through NCWise and/or Power School.

#### How will recognition/implementation status be handled for LEAs that do not use NCWise?

These topics are under consideration of the PBIS Leadership Team and information will be forth coming.

#### Will the PBIS System pull from Power School?

Yes, it is expected that the PBIS System will pull data from PowerSchool when it comes online.

#### Is it possible to roll out in stages in the LEA? (few schools at a time?)

System access should be granted for all users during the time period allocated for that region. However, LEAs could choose to provide on-going training regarding the system in phases determined based on LEA need.

#### Can we have access to a training site (where all user level features can be viewed and examples of the reports or data that are available can be viewed)?

The training site is currently being developed. More information will be provided when it becomes available.

#### Can we explain how to share a screen (available through Microsoft) to provide technical support and see exactly what is on the person’s screen?

Please contact your district IT support for this feature.

#### On the team information tab- the default is set to see every team in any LEA. Can this be changed to only view the teams in your LEA? What do schools see? Do they see all teams in the state or only their own information?

School team information is visible to every system user to support networking among PBIS Implementers. Users can utilize filter features to limit the number of school records displayed.

#### On the coaching log, after the information is entered it only lists the school number on the summary. Can it show the school name too?

This feature is under consideration by DPI Administrators. Feedback of this nature should be documented on the year-end survey.

#### On the Action Plan- LEA Users clicking on the LEA tab find the highlighted tab has switched to School User. There is a choice to select LEA or School Action plan. Is this a problem that it switches tabs? Also, will the schools be able to see other schools action plans? Will schools be able to see the LEA action plan? Can action plans be deleted by LEA Users? Can the School delete the LEA action plan?

No, the system appears to “switch tabs” because the screen is built off the same template for both LEA and School Users. LEA Users will be able to upload, view, and delete action plans from their schools and LEA. School Users will be able to upload, view, and delete action plans for their school.

#### Under reports can schools only access their own data? The LEA Users expressed concern about seeing other schools data. Is there a way to verify that there is not an issue?

It depends upon the report selected. All reports that are currently available as a public record can be accessed for any school. Any reports on the NC PBIS Data Management System that have confidential, individual student data can only be viewed by the users that are approved to view that specific school’s data. If you have questions contact your regional coordinator.

#### If the LEA doesn’t use CECAS, how will we use the PRC 29 reporting functions?

Third party users (or those who do not use CECAS) have been asked to add fields to existing data submission reports to DPI so that the data can be accessed through the NC PBIS Data Management System.

#### Who will provide support and technical assistance for PRC 29 and seclusion/restraint components of the system?

PRC 29 components of the system will be trained and supported by the Regional Behavior Consultants. A plan for providing training for the seclusion and restraint components of the system will be created for year 2 of the Data Management System Training Roll out plan.

#### What are the reports available on the Schools Reports Tab?

The school reports tab features are the same as the LEA reports tab but some of the data is limited by the user level. In other words, sensitive data is restricted to data in the user’s domain (specific school or LEA).

#### Where can schools enter the number of school days per month, per year? Will the ODR/per day/per month report connect to that information to make an accurate calculation? Can the # of days per month be edited by schools throughout the year?

This information does not need to be entered in the NC PBIS Data Management System. It is retrieved internally from DPI databases. Please ensure that the LEA and School follow DPI procedures to maintain up to date calendar information to facilitate accuracy of this data.

#### On the School Disaggregated Report, several schools expressed concerns about the accuracy of the enrollment data. Several said that the total #s on the report were more than 2,000. Please verify these calculations.

This issue is currently under investigation. Users will be notified when the problem has been corrected.

#### What reports are available for CICO?

A plan for providing training on the CICO components of the system will be created for year 2 of the Data Management System Training Roll out plan.

#### Can users cut, paste, or change the size of the charts in the School Monthly Report or the School Year-to-Date reports?

The charts in the School Monthly Report and the School Year-to-Date report are pdfs so unless they have adobe editing software, they won't be able to edit in the document that pops up.  Software is also available that converts pdfs to editable documents, but I'm not sure how it works for graphics...Here's a work-around:

When the pdf opens in adobe reader, click on the Edit menu and select "take a snapshot." Click and hold down the left mouse button to highlight a square (like the graph you want to put on a single slide or page).  When you release the mouse button, you will get a message that "the selected area has been copied."  You can then paste this info into another document.

This is something that will work for now, but this is also the kind of feedback that we will be looking for at the end of the year when users complete the end-of-year survey.  We will need folks to be very specific so we can try to address their needs.

#### How do schools access their SET score?

Schools can view their SET scores on the School Year-to-Date Report. It also appears on the PBIS Summary Report, and will be automatically populated in the recognition application (if it has been entered by LEA/Regional Coordinator).

#### Is there a SET reporting feature for LEA Coordinators?

After LEA coordinators have entered SET data, they will see a list of the data when they click on the SET link from the LEA Menu. SET scores will also appear on the School Year-to-Date Report and PBIS-Summary Report, and will be automatically populated in the recognition application.

#### Can you get triangulated data that will report which students may need to be considered for Tier 2 or 3 supports (found summary report triangle data, and played with filters, but looking for group data)?

This could be derived from the data in the NCWISE - Student Discipline Detail Report on the Reports Menu. Currently, there is no way to pull this data directly. If this is something schools/LEAs would like to be able to access directly, they should provide this feedback for consideration on the year-end survey.

#### Preschools - They do not have access to NC wise or PowerSchool. Is there a report that we can load onto the DMS to help track their discipline? We have no way of tracking their information.

Not at this time. If schools would like for this to be considered, they will need to provide this feedback on the year-end survey.